



Date Adopted: 11/19/2002

Date Revised: _____

Title: City Engineer

FLSA: Exempt

General Purpose:

Under direction of the Public Works Director, administers all engineering activities of the City; functions as Street Superintendent and oversees those activities through subordinate supervision; provides expert professional assistance to City Staff in areas of responsibility; performs related work as required.

Distinguishing Characteristics:

The City Engineer has a broad range of independence within policy and procedural parameters and works under minimal supervision. This is the top-level supervisory position in the division, functioning as a senior Staff advisor to the Public Works Director. Incumbents are expected to have a breadth of knowledge, creativity and experience to successfully manage a small engineering and contract engineering staff handling a large number of complex projects.

Supervision Exercised:

Direct supervision and supervision through secondary supervisors is provided to personnel assigned to the Division.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plans, organizes, assigns, directs, reviews and evaluates staff and activities in Engineering and Traffic Engineering, which includes private development plan review; the planning, design, contract construction and inspection of facilities; varied public works projects; and traffic engineering studies.

Oversees the activities of the City's storm water program.

Plans, organizes, assigns, directs, reviews and evaluates staff and activities in Land Development review, which includes the review, by contract and City Staff, of streets, storm sewers, landscaping and related facilities and appurtenances.

Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and the annual budget for the Department in assigned areas of responsibility.

Assists in the development of the City's Capital Improvement Plan.

Establishes systems to ensure consistency within the Division.

Personally performs professional engineering work; reviews plans, proposals and other materials submitted by contract professionals and professionals working for developers.

Reviews and approves engineering plans, specifications and contract documents.

Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned Staff.

Confers with and provides professional assistance to members of City departments on engineering and traffic engineering matters; coordinates activities of the department with those of other departments and agencies.

Conducts or directs analytical studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of periodic and special reports regarding functional areas of responsibility.

Monitors developments related to municipal engineering and public works matters; evaluates their impact upon City operations and recommends policy and procedural improvements.

Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, contractors, and the public; makes presentations to the City Council and various commissions and committees and acts as Public Works Staff representative to the Planning Commission.

Serves as the Public Works Director on a relief basis.

Other duties as required.

Minimum Qualifications:

Knowledge of:

Principles, practices and techniques of civil engineering as applied to municipal engineering projects.

Principles and practices related to street construction and maintenance.

Administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration and employee supervision.

Applicable state and federal laws and regulations.

Public administration principles as related to the activities and functions of a municipal government.

Current developments and sources of information regarding public works engineering projects.

Principles and practices of budget preparation, budget administration, goals and objectives development and work planning.

Methods and practices of community organization and citizen participation.

Supervisory principles and practices including training and evaluation.

Ability To:

Plan, organize, assign, direct, review and evaluate comprehensive municipal engineering and streets maintenance activities.

Select, train, motivate and evaluate assigned staff.

Learn, interpret, and apply City, Department and Division rules, regulations, policies and practices.

Interpret laws, policies, procedures and regulations.

Analyze complex problems, evaluate alternatives and make creative recommendations; deal constructively with conflict situations; exercise sound independent judgment within general policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Work well under the urgency of deadlines.

Develop and implement goals, objectives, policies, procedures, work standards and management controls, including the application of project management techniques.

Prepare clear and concise reports, correspondence and other written materials and make clear oral presentations.

Communicate effectively both orally and in writing.

Utilize a personal computer to perform word process, spreadsheet and specialized functions.

Facilitate meetings with representatives, professionals, citizens and organizations to achieve problem solving.

Exercise sound, fair and consistent independent judgment; provide technical assistance and staff leadership to various boards and commissions.

Exemplify and foster an enthusiastic, resourceful and effective service attitude with the public and all who are contacted in the course of the work.

Participate, foster and encourage all members of the division to work as members of a team; and establish and maintain cooperative-working relationships with those contacted in the course of the work.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to: sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment and files surrounding desk; bend and squat to lift plans and specification maps; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to conduct evaluations. While performing duties, the employee is regularly required to use written and oral communication skills; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree in civil engineering from an accredited college/university. Master's degree in an applicable field is desirable.

Experience: Five years experience performing progressively responsible professional civil engineering work with registration which includes two years experience in supervising engineering staff engaged in a variety of public works and private development projects including design, construction inspection, transportation, development and review.

Training: Any recent training such as academic courses and certification programs which are relevant to this job classification.

Licenses; Certificates; Special Requirements:

Certification: Registration in the State of California as a Professional Civil Engineer. Registration in the State of California as Land Surveyor is highly desirable, if civil engineering license does not cover land surveying.

Licenses: Possession of a valid Class C California Drivers' License, and Certificate of Automobile Insurance for Personal Liability.